

BROKER EXAMINATION CHANGE APPLICATION

RE 415B (Rev. 7/03)

GENERAL INFORMATION

Read this information and complete the application according to the instructions below.

Type or print clearly in ink.

Application may be used to:

- Change or correct your name. Legal verification must be submitted for name changes (i.e., copy of marriage certificate, court order, or driver's license reflecting name change).
- Change or correct your mailing address (*Note:* An address change may also be completed when you sit for your broker exam.)
- Correct your birth date or social security number; and
- Apply for *re-scheduling* or *re-examination* if you have misplaced your Broker Exam Schedule Notice (RE 401B) or Broker Exam Result Notice (RE 418B).

Re-Examination/Rescheduling

- If it has been over two years since you were qualified to take the broker examination, please contact our Sacramento office at (916) 227-0899 (broker exam). If our computer records reflect previously submitted documentation, and requirements have not significantly changed, you may not need to resubmit documentation for courses/education.

*Continued on reverse side***TYPE OF CHANGE**

CHECK APPROPRIATE BOX(ES)

- ☐ Change/Correct Examinee Name
Complete #1–10 and 13–14.
- ☐ Change/Correct Mailing Address
Complete #1–2, 4–10 and 13–14.
- ☐ Correct Birth date
Complete #1–2, 4–10 and 13–14.
- ☐ Correct Social Security Number
Complete #1–2, 4–10 and 13–14.
- ☐ Reschedule Examination *
☐ First time *
☐ Second or more *
 Complete #1–2 and 4–14
- ☐ Re-Examination *
 Complete #1–2 and 4–14

* Refer to Exam & Licensing Fees (RE 206) for current fees.

APPLICANT INFORMATION

1. EXAMINATION ID# (IF KNOWN) 2. EXAMINEE NAME — LAST, FIRST, MIDDLE

3. EXAMINEE'S **NEW** NAME — LAST, FIRST, MIDDLE

4. MAILING ADDRESS — STREET ADDRESS OR POST OFFICE BOX

CITY

STATE

ZIP CODE

5. SOCIAL SECURITY NO.

6. BIRTH DATE (MM/DD/YYYY)

7. RESIDENCE PHONE # W/AREA CODE

8. BUSINESS PHONE # W/AREA CODE

9. Have you **ever** applied for a California real estate exam under your current name or any other names (i.e., maiden name, former married names, AKA's, etc.)?☐ NO ☐ YES

If YES, list all names used:

10A. Do you now hold or have you **ever** held a California real estate license?☐ NO ☐ YES

If YES, answer 10B and complete 10C, D, E, and F below.

10B. Has your California real estate license been previously revoked?

☐ NO ☐ YES

10C. TYPE OF LICENSE

10D. IDENTIFICATION NUMBER

10E. EXPIRATION DATE

10F. NAME ON LICENSE

11. IN WHICH AREA WOULD YOU PREFER TO TAKE THE EXAM? (SEE "SCHEDULING INFORMATION" ON REVERSE SIDE.)

- ☐ LOS ANGELES ☐ SACRAMENTO ☐ OAKLAND
- ☐ SAN DIEGO ☐ FRESNO

12. ENTER THE EARLIEST DATE YOU CAN TAKE THIS EXAM. (mm/dd/yyyy)

Certification

I hereby certify that I am aware of all examination requirements and I understand that the fee remitted will not be refunded under any circumstances (per Section 10207 of the Business and Professions Code).

13. ORIGINAL SIGNATURE OF APPLICANT

14. DATE SIGNED



PROCESSOR'S # — DRE ONLY

DATE KEYED

- **Rescheduling** can be requested by submitting either your previous schedule notice or this form with the appropriate fee. You may only apply one examination date at a time. If you appear for the exam you are re-scheduling, a new examination date will not be assigned and your fee will be forfeited.

Scheduling Information

- **Broker examinations are usually given:** On Wednesday or other weekdays as needed, in Fresno, Los Angeles, Oakland, Sacramento, and San Diego. *Schedules and examination locations are subject to change.* A calendar reflecting examination dates currently being scheduled can be accessed through our Web site. However, a particular exam may be filled by the time your exam application is submitted and processed.
- The following special scheduling requests cannot be guaranteed: a specific date or a specific exam location within the area you have chosen.
- Salesperson applicants may indicate whether they wish to take the examination on a specific day of the week; however, this may delay the first available examination date.
- Due to the varying demand throughout the state, examination dates in some areas are filled more quickly than others. Therefore, if you want the earliest possible date, you may indicate more than one choice on line #11 for the areas in which you wish to take the examination. You may also attach a separate page stating specific dates; include your daytime phone. Requests for dates less than four weeks away from the date your application is processed and qualifications approved cannot be guaranteed.
- Acknowledgment will not be mailed for name, address or birth date corrections/changes.
- Notification of your examination, date, time, and location will normally occur within six weeks of examination application submittal. If you do not receive an examination confirmation notice after six weeks, you can check our interactive voice response system or access our Web site at **www.dre.ca.gov** to obtain your scheduled date, if one has been assigned. If you have not yet been assigned an exam date or received a deficiency letter and your application was submitted at least six weeks ago, check with your bank or credit card company to assure that DRE has received your fee before contacting our Sacramento Office. We encourage you to check the Application Processing Timeframes posted on the DRE Web site to more accurately estimate when your application processing should be completed.

Currently or Previously Licensed?

If you currently have a real estate broker (or broker-officer) license in California, or if your license expired less than two years ago, you are **not** eligible to take an examination for that type of license. *Note:* A broker-officer license which has not been expired for more than two years will protect your right to obtain an individual broker license.

Education Requirement

In order to qualify to take the examination, applicants must meet all education requirements in effect at that time. (Refer to *Instructions To License Applicants* handbook which is available from any DRE office or the DRE Web site **www.dre.ca.gov** under the Publications category.)

Applicant Lists

Applicant lists contain the names and addresses of all examination applicants; they do not indicate that an examination has been taken nor that one has been passed/failed. The lists are provided, upon request, to institutions who wish to offer educational opportunities. Your name and mailing address will be provided **unless** you submit a written request to remove your name.

Fees & Mailing Information

Fee — Refer to Exam & Licensing Fees (RE 206) or the DRE Web site for current fees. Please keep in mind that fees are subject to change.

Acceptable payment methods — Cashier's check, money order, check or credit card

- Make check or money order payable to: **Department of Real Estate**
- If paying by credit card, mail/fax a Credit Card Payment (Exams) (RE 298). Do not fax multiple requests.

Mail to — Department of Real Estate
P.O. Box 187001
Sacramento, CA 95818-7001

PRIVACY NOTICE: Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. *Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.*

Department of Real Estate
2201 Broadway
Sacramento, CA 95818

Managing Deputy Commissioner IV
Licensing, Exams & Education
Telephone: (916) 227-0931

General powers of the Commissioner, Section 10050, 10071 and 10075 of the Business and Professions Code authorizes the maintenance of this information.

If this form requests your social security number, that information is voluntary.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided processing may be delayed. In addition the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Department's Enforcement Section, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).